

# 15

## Tenant Unit Address Query

The gathering of Tenant Unit Addresses by the TRACS system began with the implementation of TRACS Tenant Release 2.0.1.A. Owner/Agents were required to submit MAT 15's, supplying tenant unit and mailing addresses to the TRACS database. The Tenant Unit Address Query allows authorized users access to their previously submitted unit address data. Owner and management agents may query for tenant unit addresses by submitting either a contract or project number, and sort the results by either unit number or SSN. The application also permits the user to view the data in their browser or download it to an ASCII file. If the browser option is selected, retrieved addresses are displayed in groups of twenty-five. Selecting the Download option from the main query screen results in the creation of an ASCII file, which the user may then retrieve and customize according to their specific needs. This application can be selected from the TRACS Main Menu.

From the **TRACS Tenant Unit Address Query** screen, click on the [TRACS Menu](#) link in the blue side bar to return to the TRACS Main Menu.


### Objectives

By the end of this chapter, you will be able to:

- Access previously submitted unit address data
- View query data from browser
- Download and print a Tenant Unit Address Report

From the **TRACS Tenant Unit Address**



**Query** screen, the  displays directly above the [User Guide](#) link as a visual to direct users to the user guide for assistance in using this application.

## 15.1 To access Tenant Unit Address Query:

1. From the **TRACS HUD Home Page**, click on the [Tenant Unit Address Query](#) link, and the **TRACS Tenant Unit Address Query** screen (Figure 1) displays.

Figure 1. TRACS Tenant Unit Address Query Screen

2. Select a *Contract Number* or *Project Number*.

*Note:* Contract Number is the eleven-character number assigned to HAP, PAC, or PRAC contracts. These are the rental assistance agreements associated with Section 8, Section 202/162, Section 202 Capital Advance, and Section 811 Capital Advance.

*Note:* Project Number is the eight-character project number assigned to the subsidy type.

The *Sort By* selection defaults to the *Unit* radio button, in which the results will be listed in Unit number order. Click on the *SSN* radio button to have the results listed by tenant last name in alphabetical order.

The *Report By* selection defaults to the *Browser* radio button, in which the results will display by the Web browser. Click on *Download* to have the results downloaded into an ASCII file.

## 15.2 To execute a Tenant Unit Address Query with Browser Option Selected:

1. From the **TRACS Tenant Unit Address Query** screen, select either a *Contract Number* or *Project Number* from the appropriate drop-down menu.
2. Select desired *Sort By* option.
3. Select *Report By: Browser* option.

4. Click on **Submit**, and the **User Login** screen (Figure 2) displays.

**Figure 2. User Login**

5. Enter your *User ID* (User Name) and *Password* where indicated.



*Note: The User ID must be entered all in uppercase format and the password is case-sensitive. The User ID will be your M-ID.*

6. After entering your *User ID* and *Password*, click **OK**.

The results screen, **TRACS Tenant Unit Address List** (Figure 3), provides the user with an at-a-glance portrayal of stored unit addresses for the specified contract or project number. This screen includes the project/contract numbers selected by the user and sorting method.

SSN	Unit Number	Street Address	City	State	Zip	Validated	Validated Date	Address Type
111111111	1	1 TEST DRIVE	TESTVILLE	MD	11111-1111	<input type="radio"/>	2/16/2000	M
111111122	2	1 TEST DRIVE	TESTVILLE	MD	11111-1111	<input type="radio"/>	2/14/2001	U

**Figure 3. TRACS Tenant Unit Address List Screen**



*Note: If available, two addresses are typically returned for every unit. The address types are: Mailing Address (Address Type=M); and Unit address (Address Type=U).*

If necessary, use the scroll bar on the far right of the screen to scroll down to view the unit address information for that project/contract number. Data is displayed horizontally across the screen. The top section of the **TRACS Tenant Unit Address List** displays the Contract/Project Number, and how the query is sorted.


The unit address data is displayed in a table format. The following information is provided for every certification retrieved:


- SSN (Social Security Number)
- Unit Number
- Street Address
- City
- State
- Zip (includes Zip-5 and Zip-4 separated by a hyphen)
- Validated (valid codes are Y-Yes or N-No)
- Validated Date
- Address Type (valid types are U-Unit or M-Mailing)

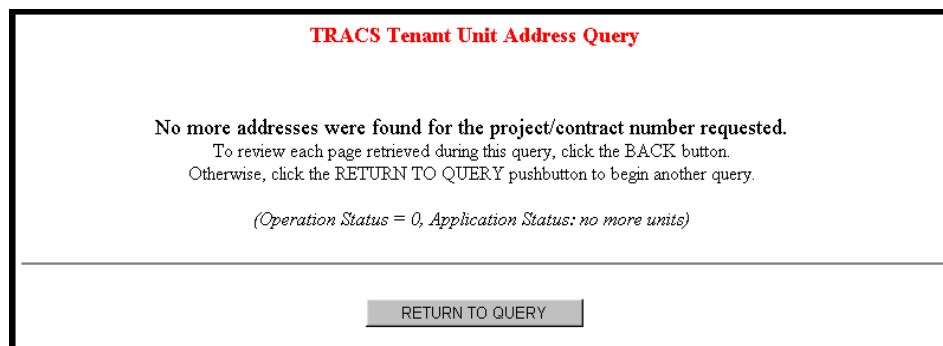
### 15.3 To display Notes and Messages:

1. From the **TRACS Tenant Unit Address List** screen, click on the NEXT 25 button to display the next 25 unit addresses for the desired Project or Contract.

**OR**

Click on  to return to the **TRACS Tenant Unit Address Query** screen, where a new project or contract number can be selected.


The **No More Unit Addresses were found for the Project/Contract number requested** screen (Figure 4) displays when all unit addresses have been displayed. Click on the Internet browser's **Back** button to review the query results or click on  at the bottom of the screen to begin another query.



**TRACS Tenant Unit Address Query**

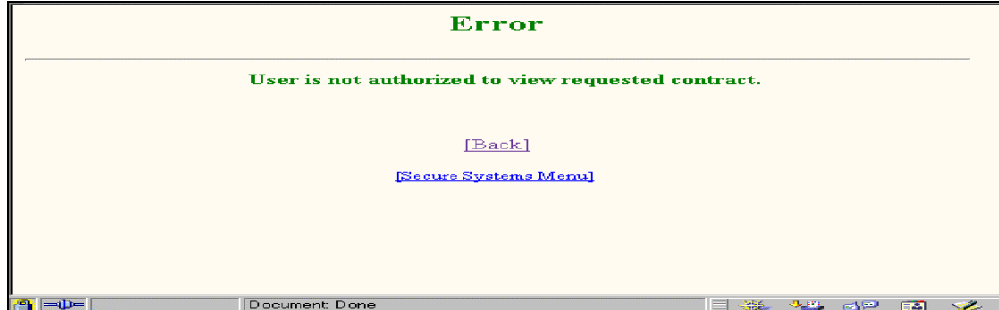
No more addresses were found for the project/contract number requested.  
To review each page retrieved during this query, click the BACK button.  
Otherwise, click the RETURN TO QUERY pushbutton to begin another query.

*(Operation Status = 0, Application Status: no more units)*



**Figure 4. No More Unit Addresses were found for Project/Contract Number Requested Screen**

2. If the Coordinator of your organization has not done the Property Assignment for your ID, then the following **Error** screen (Figure 5) displays.

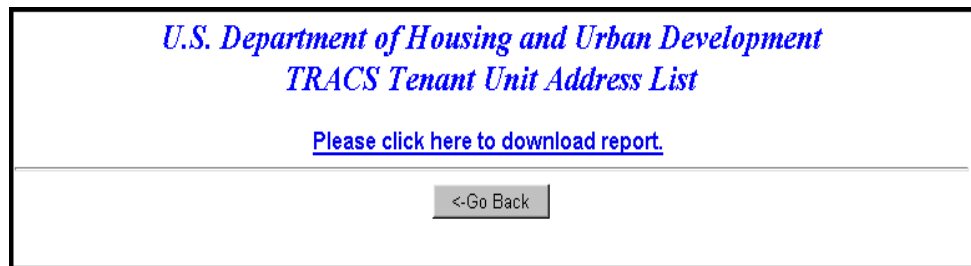


**Figure 5. Error Screen**

3. Click the [\[Back\]](#) link to retry the query for another contract/project number or contact your Coordinator.

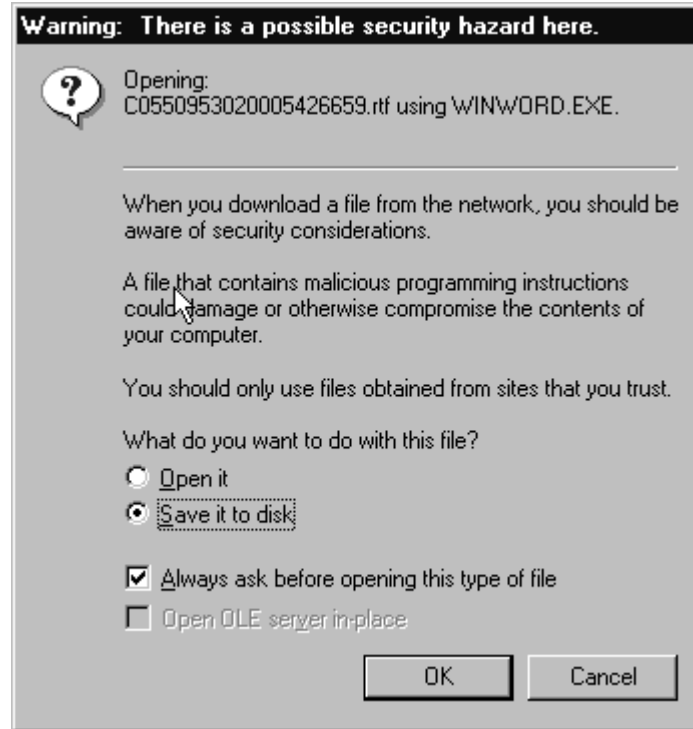
## 15.4 To download a Tenant Unit Address list:

1. From the **TRACS Tenant Unit Address Query** screen, enter either *Contract Number* or *Project Number* in the appropriate field.
2. Select desired *Sort By* option.
3. Select Report By: Download option.
4. Click on , and the **TRACS Tenant Unit Address List** download screen (Figure 6) displays.



**Figure 6. TRACS Tenant Unit Address List Screen**

5. Click on the [Please click here to download report](#) link, and a Security Warning screen (Figure 7) displays.



**Figure 7. Security Warning**

6. Click on the radio button next to *Save it to disk* to name and save the file to your hard drive.

If a query is submitted using the *Report By: Download* function on the query screen, the data is reported in ASCII file format, which is downloaded to your PC's hard drive. The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names*, as shown in the figure below (Figure 8).

```
Contract Number, Project Number, SSN, Unit Number, First Address Line, Second Address Line, Third
Address Line, City, State, Zip Five, Zip Four, Validated, Validated Date, Address Type, Project
or Contract Number
DC111111111,,111111111,1,103 TEST ST,,TESTVILLE,MD,11111,1111,Y,11/7/2000,U,
DC111111111,,111111111,1,PO BOX 11,,TESTVILLE,MD,11111,1111,Y,11/7/2000,M,
```

**Figure 8. ASCII File**